

# STEP PARENT ADOPTIONS

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# **GENERAL INFORMATION**

## **ABOUT FILING A**

## **STEP PARENT ADOPTION**

## GENERAL INFORMATION

1. **NEW FORMS:** The state mandated Judicial Council forms contained in this manual are “mandatory use forms”, which means you must submit current forms as shown.
2. **ADDITIONAL FORMS:** There are forms available at the Clerk’s office that are not currently available on line. You can purchase the adoption packet for \$10.00. These documents include consent forms to be signed by other parent giving up custody and the Court Report of Adoption, which is the form used to change the birth certificate.
3. **DOCUMENTS MUST BE TYPED:** All adoption documents must be typed and submitted the original and two copies to the clerk for filing.
4. **FILING FEE:** There is a \$20.00 filing fee per adoption petition. This fee is used by the state to change the birth certificate at the end of the adoption.
5. **ONE CHILD PER REQUEST:** One adoption request must be filed per child you are seeking to adopt.
6. **OTHER FEES:** The Probation Officer will conduct an investigation prior to the hearing. This investigation normally costs \$185.00, but can be more if extensive investigation is required. You will receive a bill AFTER the report is submitted to the court. This bill must be paid promptly to the Probation Office.
7. **SUITABILITY FOR ADOPTION:** Each adopting parent must be at least 10 years older than the child, will treat the child as his/her own, will support and care for the child, has a suitable home for the child and agrees to adopt the child.
8. **CONFIDENTIALITY:** After you file your Adoption Request, you will be required to show photo identification each time you want to view the file as Adoption files are confidential.

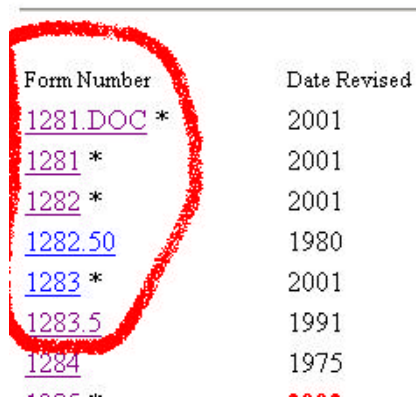
# **ADOPTION REQUEST**

## **ADOPT-200**

# **ACCESSING THE DOCUMENT IN THE COMPUTER**

## ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
  - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
  - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
<a href="#"><u>1281.DOC</u></a> *	2001
<a href="#"><u>1281</u></a> *	2001
<a href="#"><u>1282</u></a> *	2001
<a href="#"><u>1282.50</u></a>	1980
<a href="#"><u>1283</u></a> *	2001
<a href="#"><u>1283.5</u></a>	1991
<a href="#"><u>1284</u></a>	1975
<a href="#"><u>1285</u></a>	1975

Double click left button on mouse



To scroll down, hold down left button  
on mouse and move the bar down  
OR  
Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

# **COMPLETING THE ADOPTION REQUEST**



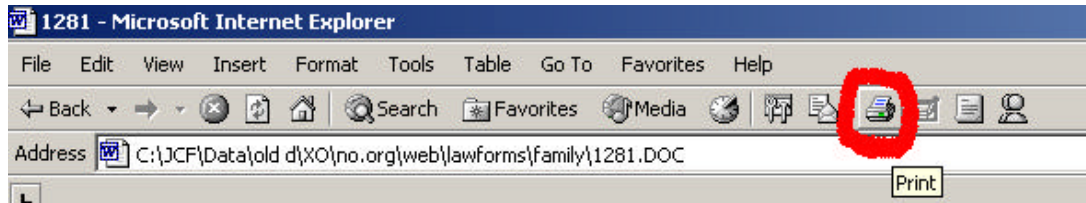
## **COMPLETING THE ADOPTION REQUEST**

The state adoption forms were revised effective January 1, 2003, making them very easy to complete. Type the Adoption Request form filing in the information required.

# **PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT**

## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

# SAMPLE DOCUMENT

INSERT 3 PAGE ADOPTION REQUEST HERE





# **CONTACT AFTER ADOPTION AGREEMENT**

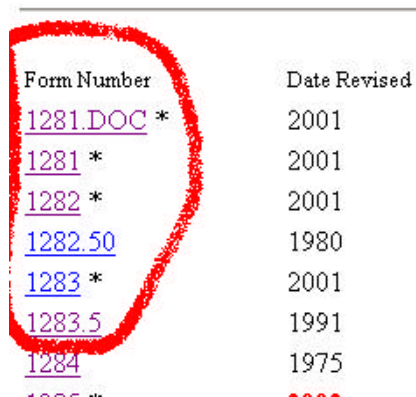
## **ADOPT-310**



# **ACCESSING THE DOCUMENT IN THE COMPUTER**

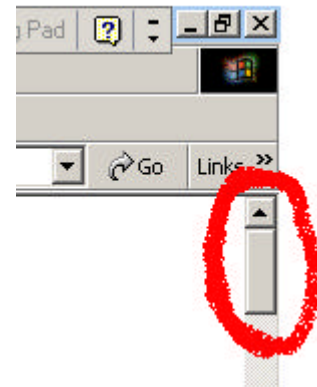
## ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
  - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
  - b. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



Form Number	Date Revised
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<a href="#"><u>1281 *</u></a>	2001
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<a href="#"><u>1283.5</u></a>	1991
<a href="#"><u>1284</u></a>	1975
<a href="#"><u>1285</u></a>	1975

Double click left button on mouse



To scroll down, hold down left button  
on mouse and move the bar down

OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

# **COMPLETING THE CONTACT AGREEMENT**

## **COMPLETING THE CONTACT AGREEMENT**

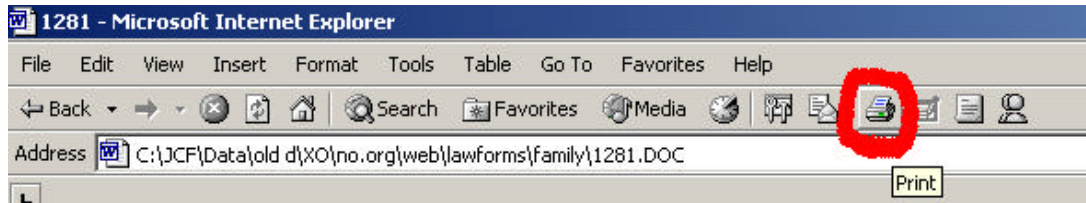
The state adoption forms were revised effective January 1, 2003, making them very easy to complete. Type the Adoption Request form filing in the information required.

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# **PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT**

## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

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2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

# **SAMPLE DOCUMENT**



INSERT 2 PAGE CONTACT AFTER ADOPTION AGREEMENT



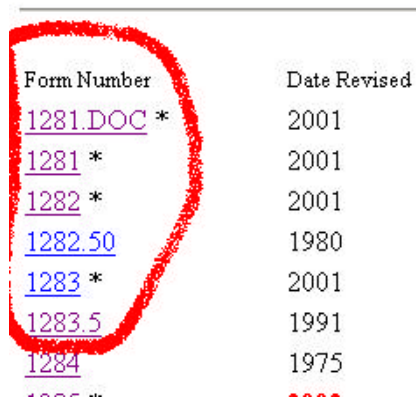
# **ADOPTION AGREEMENT**

## **ADOPT-210**

# **ACCESSING THE DOCUMENT IN THE COMPUTER**

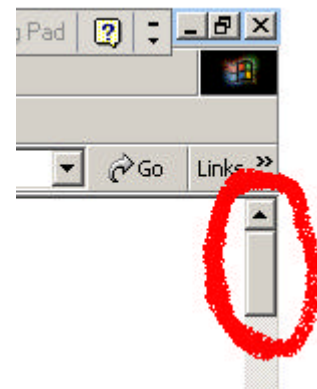
## ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
  - c. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
  - d. Double click left button on mouse
3. From the left column select form you are looking for (single click left button on mouse) or scroll down until you locate it.



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Double click left button on mouse



To scroll down, hold down left button  
on mouse and move the bar down

OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.

# **COMPLETING THE ADOPTION AGREEMENT**

## **COMPLETING THE ADOPTION AGREEMENT**

The state adoption forms were revised effective January 1, 2003, making them very easy to complete. Type the form filing in the information required.

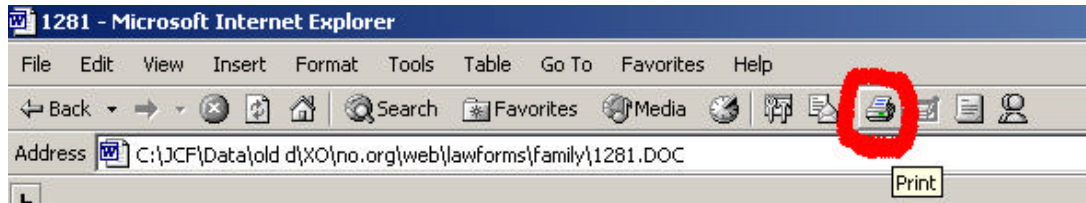
**DO NOT SIGN THIS FORM. IT MUST BE SIGNED AT THE HEARING IN THE PRESENCE OF THE JUDGE, but can be submitted prior to the hearing.**

# **PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT**



## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



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  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

# **SAMPLE DOCUMENT**

INSERT 2 PAGE ADOPTION AGREEMENT HERE



# CONSENT FORMS

## CONSENT FORMS

**This section provides a variety of consent forms designed to be signed by the parent GIVING UP custody. If the parent giving up custody will not sign the form – skip this section.**

**Read each form (contained in the Sample Document section on the next page) carefully and select the one that matches your situation.**

**These forms are not currently available on line.**

1. **CONSENT FORMS:**
  - a. Consent to Adoption by Parent in California Giving Custody to Husband or Wife of Other Parent , form AD 2A(03/01)
  - b. Consent to Adoption by Parent Outside California Giving Custody to Husband or Wife of Other Parent, form AD 2B (02/01)
  - c. Consent to Adoption by Parent(s) (Outside California) in Armed Forces, form AD 1F (09/01)
  - d. Consent to Adoption by Parent(s) (In California), form AD 1A (04/01)
  - e. Copy of Section 1183.5 Civil Code of California, provides that any officer can notarize form.
2. **OBTAINING THE FORM:** Write down the full and exact name of the form. Go the Clerk's office and tell them EXACTLY what form you want out of the adoption packet. You will be charged \$1.00 per page for forms. You will also need to obtain the Court Report of Adoption form for \$2.00 that is discussed in the next section.
3. **COMPLETING THE FORMS:** The parent giving up custody will have to sign the document selected in the manner described at the bottom of each form. Some forms require notary or a witness signature such as the Court Clerk or Probation Officer.

Court Clerks CANNOT notarize forms. If your form specifically indicates a notary, you must contact a notary for assistance.

You do not have to wait until you file the Adoption Request to have this form completed.

# SAMPLE DOCUMENTS

INSERT 6 PAGES OF CONSENT FORMS HERE













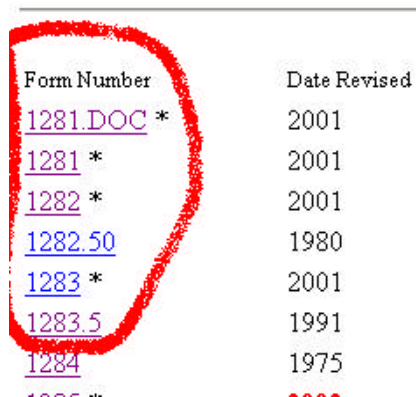
# ADOPTION ORDER

## ADOPT-215

# **ACCESSING THE DOCUMENT IN THE COMPUTER**

## ACCESSING THE DOCUMENTS IN THE COMPUTER

1. **DOUBLE CLICK** on the icon (picture) labeled PUBLIC ACCESS SERVICES by placing the cursor over the PUBLIC ACCESS SERVICES icon and pressing the left mouse button twice.
2. Select "**JUDICIAL COUNCIL FORMS**" on the screen.
  - a. Move cursor over "**JUDICIAL COUNCIL FORMS**" icon
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<a href="#">1281 *</a>	2001
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<a href="#">1283 *</a>	2001
<a href="#">1283.5</a>	1991
<a href="#">1284</a>	1975

Double click left button on mouse



To scroll down, hold down left button  
on mouse and move the bar down

OR

Use wheel on mouse

4. Using the bar on the far right of your screen as shown above **SCROLL DOWN** until you see the form that you want to complete.
5. **DOUBLE CLICK** on the underlined number of the form you select.
6. The form will appear on the screen ready to be completed.
7. If you have problems calling up the forms please ask the Clerk for assistance.



# COMPLETING THE ADOPTION ORDER

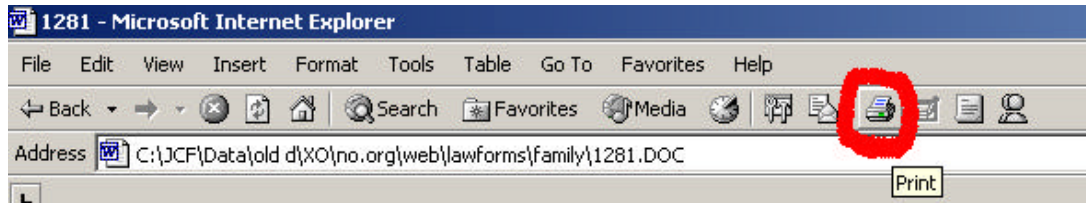
## **COMPLETING THE ADOPTION ORDER**

The state adoption forms were revised effective January 1, 2003, making them very easy to complete. Type the Adoption Order form filing in the information required.

# PROOFREADING, PRINTING AND SAVING YOUR DOCUMENT

## PROOFREADING, PRINTING & SAVING YOUR DOCUMENT

1. **PROOFREAD** your document and make necessary corrections.
2. **PRINT:** SELECT the PRINTER ICON on the tool bar (see below):



3. Pick up your document from the Clerk at the window and PROOFREAD again.
4. When you are satisfied that your document is correct – print a total of 3 times, as the court requires the original and two copies.
5. **SAVE** your document:
  - a. Click on "**FILE**," in the upper left corner. Select "**SAVE AS**."
  - b. Make sure your disk (furnished by the Clerk) is inserted in the A drive.
  - c. At **FILE NAME** – NAME YOUR FILE.
  - d. Click on **DOWN ARROW** at top and select 3 ½ Floppy A:
  - e. Select "**SAVE**".

Please ask the Clerk for assistance if you have difficulty saving your document.

6. **SIGN YOUR DOCUMENT** – some documents do not require your signature. Review the document carefully, sign and date if needed.

# SAMPLE DOCUMENT

INSERT 2 PAGE ADOPTION ORDER



**COURT REPORT OF ADOPTION**  
**(FORMS USED TO CHANGE BIRTH CERTIFICATE)**  
**FORM VS44 (REV1/00)**



### **COURT REPORT OF ADOPTION**

1. Obtain the form for \$2.00 from the Court Clerk.
2. Type the form carefully using black ink. Make no erasures, whiteouts or other alterations as instructed on the top of the form. The Office of the State Registrar may reject the form if incorrect, which could delay your receiving a new birth certificate for your child.
3. Item 17a – signature of parent verifying data – **MUST BE SIGNED WITH BLACK INK.**
4. After completion, make a copy of the document to keep.

# SAMPLE DOCUMENT

INSERT 2 PAGE COURT REPORT OF ADOPTION HERE



FILING ADOPTION REQUEST  
AND RELATED DOCUMENTS,  
SETTING HEARING AND  
APPEARING IN COURT

## **FILING ADOPTION REQUEST AND RELATED DOCUMENTS**

1. **PREPARING DOCUMENTS FOR FILING:** Organize your documents **BEFORE** going to the Clerk's office. You could file just the Adoption Request and submit other documents later, but prior to the hearing.

**This procedure allows you to make less trips to the courthouse to complete your task. You should have the following:**

<b>FORM NAME</b>	<b>SIGNED &amp; DATED</b>	<b>NUMBER OF COPIES</b>	<b>MANDATORY FORM</b>	<b>OPTIONAL FORM</b>
Adoption Request	YES	2	YES	
Contact After Adoption Agreement	YES	2		YES
Adoption Agreement	NO	0	YES	
Consent form from Parent Giving Up Custody	YES	2	YES IF OTHER PARENT WILL SIGN.	
Adoption Order	NO	0	YES	
Court Report of Adoption	YES	0	YES	

**NOTE:** The Adoption Agreement and Adoption Order are signed in open court. The Clerk will make copies of each and mail them to you after the hearing.

2. **FILING FEE:** Be prepared with cash, check or money order to pay the \$20.00 filing fee. ATM and credit card payments are not available at this time.
3. **FILING YOUR DOCUMENTS:** Take ALL documents and the filing fee to the Superior Court Clerk's office in the main courthouse (215 Fifth Street).
4. **CLERK'S ACTIONS:** The Clerk will assign a case number, receipt for your filing fee and file your Adoption Request, Contact After Adoption Agreement and Consent form while you wait, returning the two copies to you for your records.

The Adoption Agreement, Adoption Order and Court Report of Adoption will be stamped with the case number and lodged in the file until the hearing.

The Clerk will remind you that once you receive the Report from the probation officer, call and schedule your hearing.

The Clerk will notify the Probation Officer, who will contact you and make arrangements for the investigation. If you do not hear from the Probation Officer within 2 weeks, please call the Probation Department and inquire.

5. **INVESTIGATION FEE:** There is a fee for the investigation that is normally \$185.00 unless extensive investigation is required, then the fee will be more. The Probation Officer will bill you for this service. Please make payments to Yuba County Probation in the main courthouse.
6. **SCHEDULING HEARING:** After you receive a copy of the Report, contact the Clerk's office in person or via telephone (749-7600). Provide the Clerk with your case number and request a hearing date. Hearings are held on Mondays at 1:15 p.m. Please note that you must call in before Wednesday at 4:30 p.m. to have your hearing set for the next Monday.

Write down your hearing date and time. Be punctual so your case will not be dropped from calendar and have to be rescheduled.

7. **APPEARING IN COURT:** The Petitioner (adopting parent), parent retaining custody and minor child must be present in court.

You may bring friends and relatives to court. Balloons and flowers are also welcome.

Video cameras during the hearing are not permitted, unless approved by the Judge, through the bailiff, prior to the hearing. In most cases, photos and videos are taken at the end of the hearing.

Petitioner (adopting parent) will be sworn in and asked questions by the Judge. The Judge will review submitted documentation.

If all documents are in order the Judge will witness the signatures of the Petitioner, other parent and minors on the Adoption Agreement and sign the Adoption Order.

If there is a problem with documentation, the matter will be continued to allow that problem to be resolved.

The Clerk will mail necessary documents to you unless you specifically request that you be allowed to pick them up.

8. **BIRTH CERTIFICATE:** The Clerk will complete and mail the Court Report of Adoption to the State Registrar to issue a new birth certificate. This process sometimes takes 6 months. Any questions should be addressed to the State Registrar's office in Sacramento.
9. **VIEWING ADOPTION FILES AND OBTAINING COPIES:** Adoption files are confidential and can be viewed only by Petitioner (adopting parent), Parent retaining custody or court investigator. Photo identification is required for each viewing.

Adopted minor may not view the file without a court order, but CAN obtain a copy of the Adoption Order only, upon presenting proper photo identification.